



Base Bulletin

Vandenberg AFB, CA 93437-0759



6 June 2001

No. 23

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

SECTION II - OFFICIAL

1. 30th Communications Squadron:

a. EMSEC, COMPUSEC, SATE, COMSEC, Network Security? Find out more on the AFSPC Information Assurance web page at <http://midway.spacecom.af.mil/infoprotect/index.htm>. If you have any questions, please contact the 30 SW Information Assurance Office (30 CS/SCBI) at extension 5-2352. (30CS/SCBI, 5-2352)

b. Changing Publication or Form OPR? OPR notifies appropriate publication or forms manager or product development office if a new OPR takes responsibility for an existing publication or form; sends the name, organization office symbol, and telephone number of the new OPR in a timely manner. (Per AFI33-360V2, 1.5.8.) (30CS/SCSPP-DCI, 6-7892-4)

c. Local Functional Area Records Manager (FARM) Checklist: Base Records Management (30 CS/SCBR) have designed a local FARM checklist that will be used along with 30 SWI CL 33-12A for all Base Records Management (RM) Staff Assistance Visits (SAVs) on Vandenberg. This checklist was disseminated electronically to all IM functional managers on 31 May 01. Please meet with your functional manager if you have not received your local FARM checklist. (OPR: 30 CS/SCBR, 6-4212)

d. AFDPO Customer Service: A new organizational e-mail address was established for the AFDPO/PPL (Distribution/Contracting Division) to assist our customers more efficiently. Please use this new organizational e-mail address for all queries (unless you've been contacted directly by a specialist), new work (including all Printing procurement jobs); and all Product Announcement updates. All queries for 1846 accounts, social protocol stationery, and physical order job tracking should now be directed to the AFDPO customer order desk at (DSN 584-4529/4729/4829) or commercially at 410-687-3330/3373 or e-mail at customer-afpdc@pentagon.af.mil. (30CS/SCSPP-DCI, 6-7892-4)

e. AF Pubs Frequently Asked Questions (FAQs): During its reengineering process, e-Publishing is restructuring and making several changes to continually serve you, the customer, in a more efficient manner. Frequently asked questions will be provided periodically on the e-Publishing web site, <http://afpubs.hq.af.mil/FAQ.asp>, (AF publishing's official web site) so that you will know the changes as they occur. (30CS/SCSPP-DCI, 6-7892-4)

2. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates.

OPR: 30CS/SCSPP-DCI
Distribution: F

Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

b. Shipping/Receiving Packages via Federal Express: Attention all base organizations that ship and/or receive packages via Federal Express: Under the DoD approved GSA contract, FedEx is authorized to transport unmarked classified packages to up a classification of SECRET. Any packages you receive from FedEx must be treated as classified material until it is determined to be otherwise. When shipping classified items, they must be processed through TMO Cargo Movement unless other arrangements have been made. TMO must be advised on the classification level. Any questions may be directed to MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

3. Air Force Reserve:

a. Palace Chase Briefing: 12 Jun 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/ISR)

b. Vacancies In The Maine Air National Guard: Palace Chase/Front, South Portland Air National Guard Station has positions open for personnel leaving the Air Force. These are traditional guardsmen vacancies. Current vacancies include the following AFSC's: 2E1X1 SATCOM, 2E1X3 Ground Radio, 2E3X1 Secure Com, 2E6X2 Cable & Antenna Sys, 2E6X3 Telephone Outside Plant, 2T3X4 General Purpose Vehicle Maintenance, 3C0X1 Comm Center, 3C1X1 Radio Operator, 3C2X1 Tech Control, These job openings are excellent opportunities for Palace Chase or Palace Front applicants. Ask us about our Montgomery GI Bill KICKER Program and the State of Maine Tuition Assistance Program. We will cross train. For information call MSgt Tom Breault at DSN 698-7904 or MSgt Patrick Crowley at DSN 698-7903 or call toll free 1-800-549-9197.

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

SUSANNE BRIXLER-STAAB
Chief, Publishing Management

SECTION III - UNOFFICIAL

Scuba Diving Lessons:

New Class: Class starts 7 Jun 01. Cost is \$175.00 and includes all books, materials and equipment. Class will meet two times a week for three weeks. For more information, call Bob Johnson at 735-5320. Leave a message if not in.

Commissary Focus Group:

A focus group will be conducted at the Vandenberg Commissary on 21 Jun 01 at 1300 hrs, so DeCA managers may gain first hand knowledge of how well we are meeting our customers needs, wants and expectations. Group members will participate in a one to one and a half hour discussion focused on certain areas of commissary operations. We are interested in our shopper's opinions on certain issues and how important certain services are to you. We plan for this to be a fun, but well structured and very informative exercise. Applications for the Focus Group are located at the Commissary Customer Service Office.

Community Support Center: Pre-Register for all Classes, Workshops & Seminars. (30MSS/DPF)

a. Resume Writing: 6 Jun 01, 0900-1130. Learn how to write a winning resume or update an old one. Learn current formats/styles, hot effective words and power statements to include in your winning resume! To register call Tinisha Agramonte at 5-8557.

b. The Sensible Weigh: 7 Jun 01 through 21 Jun 01, 0800-0930. A 90 minute class instructed by a Registered Dietician, USAF Diet Therapist, and an Exercise Physiologist. Individuals will learn to identify principles for safe weight loss and weight control. Other topics include reading food labels, counting fat grams, planning menus, and incorporating the USDA food pyramid into a Healthy Eating Lifestyle. Classes run for 4 weeks, plus class electives. Call 6-2221 for more information.

c. Mutual Fund Basics: 8 Jun 01, 1100-1200. Also known as Mutual Funds 101, this class will explain the basics of investing in mutual funds. To register, call 6-4491.

d. TAP Seminar: 12-14 Jun 01. There is now a single, generic 3-day TAP seminar for all retirees and separatees each month. Also, only those retirees and separatees who are within the one-year window are eligible to register. Spouses will be accommodated on a space available basis. Call 5-0134 to register if you are within one year of separation or retirement.

e. National Society of Military Widows: 13 Jun 01, 1400, Retiree Center. The group meets the second Wednesday of every month. If you are a widow or widower, come join us and help plan activities. For information, call 606-5474.

f. Retiree Events: 21 Jun 01, 1300. Guest speaker is Capt Christie of the Base Legal Office to inform you of services available to retirees. Monthly meetings at the Retiree Activity Center, Bldg 10364, Base Exchange area across from the Four Seasons Store.

g. Newcomer Spouse Orientation: 18 Jun 01, 0745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group — toys are provided. Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.

h. Financial Planning: 18 June, and 23 Jul, 1100-1200. The future is now! Are you ready for retirement? College? Estate planning? Tax savings? Second career? Get the information you need to help you make decisions that affect your future.

i. VA Home Loan Class: 19 Jun 01, 1330-1530. One of the major Veterans' benefits is the VA Home Loan Guarantee. VA home loan guaranties are made to service members, retirees, reservists, and unremarried surviving spouses for the purchase of homes, townhouses, condominiums, mobile homes and for refinancing of loans. Learn how to shop around and apply for this special home loan program. Gain understanding of basic terminology, learn processing procedures, as well as some of the pitfalls. For more information, call 6-4491.

j. Interviewing and Dress for Success: 20 Jun 01, 0900-1130. Make a statement, and get the job! Learn what to wear and what "not" to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.

k. Manage Your Move: 20 Jun 01, 1300-1530. For adults on the move, includes briefings from Finance, TMO, Housing, Legal Office, and tips from TRICARE. Have your questions ready and plan to attend within 120-90 days prior to departure. Spouses are encouraged to attend. Call 6-0801 to register.

l. Cholesterol Education Classes: 20 Jun 01, 1300-1600 in the Commander's Conference Room at the base clinic. Is your cholesterol level high? Do you know what your risk factors are? Do you know how to lower your cholesterol? Learn about lifestyle changes, exercise, and medications by attending this class offered by the Cholesterol Management Team at the 30th Medical Group. To register, call Denise Prucey, RN, at 6-7291.

m. Phone Home Program: Prepaid calling cards provided by the Air Force Aid Society are available for Air Force members to include single and married service members when they deploy for 30 days or more. TSgt Spencer disburses only one calling card to the service member per deployment. Eligible to receive calling cards are active duty Air Force service members who are deploying for over 30 days, to include school TDY's over 30 days. Also eligible are Air National Guard and Reservists activated under Title 10 orders for over 30 days. Call MSgt Spencer at 6-0039 for more information.

n. Pre/Post Natal Exercise Class: Mon and Wed nights 1630-1800 in the base gym annex. This class is for moms only. Please make arrangements for child-care if you wish to attend. Sign up at the annex with the instructor, Nancy Gonzales.

o. Microfit Assessment: Have an accurate assessment of your physical condition performed. The assessment includes measurement, body weight, body fat, blood pressure, flexibility, cardiovascular conditioning, absolute strength, dynamic strength, and a health risk appraisal. Appointment is required, so call 6-2221.

30th Services Squadron: (30 SVS/SVK, 6-0276)**a. Pacific Coast Club:** (For details on any club functions please call 734-4375 or 734-4376).*Entertainment*

- Every Friday **Club Card Drawing**. Don't miss out on your chance to win the Jackpot. Drawing is every Friday between 1700-2000. Must be present to win.
- 8 Jun 01, 2100-0200. **Latino Night** at the Club.
- 9 Jun 01, 2100-0400. **All Nighter** in the Hawk's Nest.
- 23 Jun 01. **Dinner Theatre** at the Club. Dinner at 1800, show starts at 2000. "Shop 'Til You Drop...Dead!" Tickets available at the Club.

Menu

- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
 - Tuesday, Wednesday & Thursday Dining menu, 1800-2000.
 - 5 Jun 01. **"Family Night" Italian Buffet** - \$8.95.
 - 6 Jun 01. **Grilled Rib Eye** - \$8.95.
 - 7 Jun 01. **"Two For One" 10oz. Prime Rib** - \$14.95.
 - **Family Night:** Tuesday night is "Family Night" at the Club. Children under 10 years eat free from the children's menu when accompanied by an adult. Limit two children per one adult. No take-out orders. 1800-2000.
 - **Foggio's:** Call and order ahead at 5-7800. SPECIAL! Sundays & Mondays: Get a large 2 topping pizza for just \$10.
- b. Fitness Center:** (30SVS/SVMP, 6-3832)
- **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
 - 16 Jun 01, 0900. **Basketball Tournament**. POC: Christine Buchanan at 6-3832.
- c. Family Aquatics Center:** (30SVS/SVRO, 6-3581)
- **Youth Water Polo:** Come and learn this exciting water based team sport! The fundamentals and conditioning of water polo will be offered to boys and girls age 8-14. Session 1 held 11-29 Jun 01, every Mon/Wed/Fri from 1815-1915. Cost is \$20 each.
- d. Bowling Center:** (30SVS/SVK, 6-3209)
- **Eat & Bowl:** Every Friday in June from 1830-2100. Bowl 3 games, get a burger, fries and drink for just \$7.
 - **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2100-2400, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
 - The Bowling Center is **closed on Sundays**. Sunday hours will return in September.
 - **Bonanza Bingo**. Play daily from open to close. It's only \$1 per card for a chance to win up to \$1000.
- e. Services Center:** (30SVS/SVYR, 5-8974)
- **Touch-A-Truck:** 16 Jun 01, 1200-1500: Bring the kids for Touch-a-Truck at the parade grounds.
 - **Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Located in the Services Center, call for appointments at 5-4748.
 - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center, Wednesday, 1830-2100.
 - ITT Trips:
 - 17-19 Jun 01. **Sequoia National Park**. \$160 per person shared room / \$240 single room (transportation)
 - 24 Jun 01. **Getty Museum**. \$35 per person (transportation)
 - 14 Jul 01: **Santa Barbara French Festival**. \$25 per person (transportation)
- f. Youth Center:** (30SVS/SVYY, 6-2152)
- **Parents Advisory Board!** Stop by the first Wednesday of every month for a Parents Advisory Board Meeting.
 - **Soccer season is here!** Registration for the Youth soccer leagues is open through 29 Jun 01 for players age 5-14. Cost is \$40 to play (\$35 for Youth Center members). Don't delay, signup at the Youth Center today.
- g. Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
- 8 Jun 01, 0730. **Red Cross** Shotgun start Tournament.

- 8 Jun 01, 1200. **Open play** golf.
- 9 Jun 01, 0800-0930. **Men's Club** Tournament.
- **Junior Lessons:** Saturdays at 1330, with Bob Kotoski. Cost is \$5 per child. No sign up needed.
- **Ladies Priority:** Every Wednesday 0830-0900.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
 - 7 and 8 Jun 01, 1730-2230. **Hunting Safety** course, pre-register at the Rod & Gun Club.
 - 16 Jun 01. **3D Archery Shoot.** Registration opens at 0700. Shoot starts at 0900.
- Open Skeet and Trap Shooting:** Every Wed, Fri, Sat, and Sun at 0830, except for special events.
- i. **Library:** (30 SVS/SVT, 6-6414)
 - **Internet is Here!** The library now has Internet access available.
- j. **Outdoor Recreation:** (30SVS/SVRO, 6-5908)
 - **Kern River Rafting Trips:** 23 or 24 Jun 01: Kern River Rafting Trips. Sign up for a rafting adventure. Eighteen spots are available for each trip. Lunch, transportation, and equipment provided. Must be at least 16 yrs of age. Cost is \$55 per person. Signup deadline for either trip is 15 Jun 01.

Education Services & Human Resources Flight: (30MSS/DPHS, 5-5902)

- a. **College Credit:** From the job you already have, earn college credit with Allan Hancock College's Cooperative Education course. No books or tests needed. You can enroll by contacting 735-3366 ext. 3580.
- b. **Military and Civilian Formal Training:** Formal Training is located in building 14002 of the base education complex to update training, drop off TDY orders and a 1556. For questions, contact Linda Richards 5-5913.
- c. **Allan Hancock Summer Registration:** Walk through registration is 12 & 13 Jun 01 from 0900-1900. Late registration is 18 - 20 June from 0900-1800. Classes begin 18 Jun 01. Effective January 2001 military dependents attending Allan Hancock can now enroll at the resident tuition rate of \$11.00 per credit hour. Highlighted courses for this summer are: Engr 100 - Intro to Engineering Mon 1800-2015, Art 132 - Landscape Painting Sat 0900-1215, Speech 101 - daily 1200-1325. For questions, contact Allan Hancock College at 734-3500 or 5-5915.
- d. **CLEP English with Essay Testing:** Test date 15 Jun 01. College Level Examination Program (CLEP) English with Essay testing **FOR MILITARY ONLY** is scheduled for Friday, 15 Jun 01 at 0800 at the Base Education Center, Building 14002, provided enough people are scheduled. For an appointment, call Debbie at 5-5902.
- e. **CALPOLY Summer Classes:** Classes begin 19 Jun 01. The Aerospace Engineering Department at Cal Poly will offer the following courses this summer to students at Vandenberg AFB in two summer sessions starting 19 June and 24 July: AERO 535 Advanced Aerospace Structural Analysis; AERO 540 Elements of Rocket Propulsion; AERO 500 Individual Study; AERO 599 Design Project/Thesis. For Questions contact Base Education 5-5904 or new students go to <http://www.ess.calpoly.edu/admiss/>, to apply for program admission. Students already accepted into the program go to <http://www.power.calpoly.edu>, to register.
- f. **Memorial Scholarship:** Application deadline 30 Jun 01. The Aerospace Education Foundation will award a \$1,000 scholarship to an active duty full time guard or reserve (officer or enlisted) Air Force Association member who is pursuing a Master's degree in a non-technical field. To be eligible, the Air Force member must be a current member of AFA. The deadline for applications is 30 Jun 01 (postmarked) and the scholarship will be awarded in September. Requirements, selection criteria and applications can be obtained on the AEF website, <http://www.aef.org> or at the base education office. If you have questions, please contact Jancy Bell at 800-727-3337 ext. 5801 or by email at AEFstaff@aef.org or the base education office at 5-5904.
- g. **University of La Verne:** Effective 20 Aug 01 there will be a tuition increase from \$205.00 to \$215.00 and an increase in the application fee from \$35.00 to \$40.00 effective 1 Jul 01.

Personal Computer Training Class Schedule: (30CS/MCA, 6-3771)

New Classes:

Publisher 2000: Microsoft Publisher 2000 helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Web sites. Publish easily on your desktop printer, at a copy shop or commercial print shop, or directly to the Web. **Front Page 2000:** The Microsoft FrontPage® 2000 Web site creation and management tool gives you everything you need to create and manage exactly the site you want, whether you're creating a personal Web page or a corporate Internet

or intranet site. **Form Flow:** Learn how to make this program behave better. **Equipment Custodian** classes are now available. **Lunch and Learn** sessions for selected topics. Check below for the list of currently scheduled classes, dates and times. Descriptions of all the Lunch & Learn classes can be found at [\\30cs-training\Class Descriptions\Lunch and Learn.doc.](#)

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

Computer Based Training (CBT) Facility. In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

Instructor Led Classes

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
June 2001					
6/7	Intro to Computers	Jim Wooding	13:00-16:00	11	0
6/8	Palm PDA - Beginning	Lexi Schwartz	13:00-16:00	11	0
6/11-13	Excel 97	Lexi Schwartz	08:00-11:00	1	0
6/11	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	2	0
6/11	Defense Message System	Jim Wooding	13:00-16:00	8	0
6/12-14	Word 97	Jim Wooding	13:00-16:00	6	0
6/14	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	13	0
6/15	Palm PDA Day Planning	Lexi Schwartz	08:00-11:00	14	0
6/15	Defense Message System	Jim Wooding	13:00-16:00	10	0
6/18-22	Access 97	Lexi Schwartz	08:00-11:00	0	0
6/18-22	PowerPoint 2000	Jim Wooding	13:00-16:00	0	0
6/25-29	Access 2000 Intermediate	Lexi Schwartz	08:00-11:00	3	0
6/25-27	Excel 2000	Jim Wooding	13:00-16:00	10	0
6/27-29	Outlook	Jim Wooding	08:00-11:00	12	0
July 2001					
7/2	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
7/2-6	Publisher 2000	Lexi Schwartz	13:00-16:00	6	0
7/3	Defense Message System	Jim Wooding	08:00-11:00	14	0
7/5	Excel Advanced	Jim Wooding	08:00-11:00	14	0
7/6	Form Flow	Jim Wooding	08:00-11:00	7	0
7/9	Access Lab	Lexi Schwartz	08:00-11:00	12	0
7/9	Palm PDA - Beginning	Jim Wooding	13:00-16:00	12	0
7/9-13	Front Page 2000	Lexi Schwartz	13:00-16:00	6	0
7/10-12	Outlook	Jim Wooding	13:00-16:00	14	0
7/13	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/16-18	Word 2000	Jim Wooding	08:00-11:00	11	0
7/16-20	Access 2000 Basic	Lexi Schwartz	13:00-16:00	90	
7/19	Outlook Email Only	Jim Wooding	08:00-11:00	1	0
7/20	Intro to Computers	Jim Wooding	08:00-11:00	14	0
7/23-26	Project 98	Lexi Schwartz	08:00-11:00	12	0
7/23-27	PowerPoint 97	Jim Wooding	13:00-16:00	13	0
7/27	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
7/30-1	Excel 97	Jim Wooding	08:00-11:00	14	0
7/30	Defense Message System	Jim Wooding	13:00-16:00	14	0
7/31-3	Publisher 2000	Lexi Schwartz	08:00-11:00	9	0
August 2001					
8/2	Excel Advanced	Jim Wooding	08:00-11:00	13	0
8/3	Word Advanced	Lexi Schwartz	08:00-11:00	14	0

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8/6-10	PowerPoint 2000	Jim Wooding	08:00-11:00	13	0
8/6-10	Front Page 2000	Lexi Schwartz	13:00-16:00	13	0
8/13	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
8/13-17	Access 97	Lexi Schwartz	13:00-16:00	12	0
8/14-16	Excel 2000	Jim Wooding	08:00-11:00	13	0
8/17	Form Flow	Lexi Schwartz	08:00-11:00	12	0
8/20	Outlook 98 Email Only	Jim Wooding	08:00-11:00	14	0
8/20-24	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	12	0
8/21-23	Word 97	Jim Wooding	08:00-11:00	14	0
8/24	Excel Advanced	Jim Wooding	08:00-11:00	14	0
8/27-29	Outlook	Jim Wooding	08:00-11:00	14	0
8/27-31	Front Page 2000	Lexi Schwartz	13:00-16:00	14	0
8/30	Defense Message System	Jim Wooding	08:00-11:00	14	0
8/31	Outlook Email Only	Jim Wooding	13:00-16:00	13	0

Lunch and Learn**June 2001**

6/1	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	12	0
6/4	Word - Mail Merge	Lexi Schwartz	11:30-12:30	12	0
6/6	Office -- Routing Documents	Jim Wooding	11:30-12:30	120	
6/8	Excel - Filtering, Sorting and Subtotals	Lexi Schwartz	11:30-12:30	13	0
6/11	Word - Tables	Lexi Schwartz	11:30-12:30	12	0
6/15	Excel - Conditional Formatting	Jim Wooding	11:30-12:30	13	0
6/20	Outlook - Calendaring	Jim Wooding	11:30-12:30	13	0
6/22	Excel Help - Bring Questions	Lexi Schwartz	11:30-12:30	14	0
6/25	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	13	0
6/27	Access - Basic Queries	Lexi Schwartz	11:30-12:30	14	0
6/29	Outlook - Rules & Organizing Email	Jim Wooding	11:30-12:30	13	0

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7/6	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
7/9	Project Resources	Lexi Schwartz	11:30-12:30	14	0
7/11	Excel - Workbook Sharing	Jim Wooding	11:30-12:30	13	0
7/16	Windows - Tips and Tricks	Jim Wooding	11:30-12:30	13	0
7/20	PowerPoint - Inserting Sounds and Movies	Jim Wooding	11:30-12:30	14	0
7/23	Word - Styles	Lexi Schwartz	11:30-12:30	12	0
7/25	Access - Other Queries	Jim Wooding	11:30-12:30	14	0
7/27	Excel Help - Bring Questions	Various	11:30-12:30	14	0
7/30	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	13	0

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8/1	Office - Object Linking & Embedding	Lexi Schwartz	11:30-12:30	12	0
8/3	Access - Other Queries	Lexi Schwartz	11:30-12:30	14	0
8/6	Excel - Macros	Jim Wooding	11:30-12:30	14	0
8/8	Word Help - Bring Questions	Various	11:30-12:30	14	0
8/10	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	14	0
8/13	Project Resources	Lexi Schwartz	11:30-12:30	14	0
8/15	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
8/17	Excel 97 - Pivot Tables	Lexi Schwartz	11:30-12:30	14	0
8/20	Excel - Headers & Footers	Jim Wooding	11:30-12:30	14	0
8/22	Internet Explorer, Tips & Tricks	Jim Wooding	11:30-12:30	14	0
8/24	Word - Columns	Lexi Schwartz	11:30-12:30	13	0

ADPE EC Training**June 2001**

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6/20	ADPE EC Training	Darlene Payne	09:00-10:30	7	0
July 2001					
7/18	ADPE EC Training	Darlene Payne	09:00-10:30	13	0
August 2001					
8/15	ADPE EC Training	Darlene Payne	09:00-10:30	14	0
Security					
June 2001					
6/6	Certification & Accreditation	Dianne Raynor	08:00-11:30	11	0
July 2001					
7/11	UCM Training	Dianne Raynor	08:00-11:30	22	0
August 2001					
8/8	SATE Managers	Dianne Raynor	08:00-11:30	21	0